

The Learning Tree

Applicant Information Form

PERSONAL INFORMATION

Date _____

Name _____
 Last _____ First _____ Middle _____

Current Address _____
 Street _____ City _____ State _____ Zip _____

Permanent Address _____
 Street _____ City _____ State _____ Zip _____

Phone number _____

Are you 18 years or older? YES NO
 Are you eligible to work in the U.S.? YES NO

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you employed now? YES NO If yes: FT PT If yes, may we contact your present employer? YES NO

Days you wish to work? _____ Hours per week _____ FT / PT _____

EDUCATION

	Name	No of years completed	Graduated	Courses/Major
High School	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
College	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
Graduate	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
Tech/Trade	_____	_____	YES <input type="checkbox"/> NO <input type="checkbox"/>	_____

EMPLOYMENT

(List last four employers; last one first)

DATE Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____

REFERENCES

Name	Company	Address	Tel no	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

WITHIN THE PAST 7 YEARS, HAVE YOU BEEN CONVICTED OF A CRIME OTHER THAN MISDEMEANOR TRAFFIC VIOLATIONS? YES NO

IF YES, EXPLAIN: _____

(Answering yes does not necessarily exclude you from employment. Due consideration is given to circumstances surrounding conviction(s))

I hereby certify that the information given by me is true in all respects. I understand that misrepresentation or omission of facts may result in refusal to hire or termination of employment.

I authorize investigation of all statements contained herein and made during the application process, and hereby authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all parties from all liability and for any damage that may result from furnishing same to you.

I understand and agree, that if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without notice.

Applicant's Signature: _____ Social Security #: _____ Date: _____